

Los Alamos

NATIONAL LABORATORY

memorandum

*FACILITIES, SECURITY and SAFEGUARDS
FSS-15, Information Security Section*

To/MS: Classified Document Custodians
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Symbol: FSS-15/INF/1995
Date: January 12, 1995

SUBJECT: ESCORT GUIDE

The attached Escort Guide is provided to assist you and your staff in understanding your escort responsibilities. Also, included is a list of prohibited articles for both security and open areas. Please share with your staff members.

LF

Attach: a/s

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ESCORT GUIDE

DO's

- **Do** ensure you have a signed Official Laboratory Visitor Request (Form 864) with you at all times indicating all escorts and locations to be visited. Ensure you understand all your requirements listed on the reverse side of Form 864 and this guide!
- **Do** verify your visitor is a United States citizen; if they are not, immediately notify the Badge Office for additional guidance!
- **Do** coordinate with and get FSS-15's (Personnel Security/5-1572) approval prior to badging and escorting any Foreign National!
- **Do** keep your uncleared visitor under constant escort at all times while in designated security areas!
- **Do** ensure your visitor wears an Uncleared-Escort Required badge at all times while in designated security areas!
- **Do** identify all hand-carried items by your visitor to the Security Police Officer for inspection of prohibited articles at the entrance to designated security areas!
- **Do** retrieve your visitor's badge before they leave LANL. The badge may be left at the last Protective Force Station your visitor exits or return it to the Badge Office!
- **Do** understand your responsibility ends only when your visitor leaves the last security area or is turned over to another authorized escort!

DON'Ts

- **Don't** forget to announce to appropriate personnel that there is an uncleared visitor in the area!
- **Don't** allow your visitor to wander off while in security areas! If you lose your visitor or they gain access to classified matter, you must immediately contact the nearest Protective Force Station or telephone FSS-10 at 5-1212!
- **Don't** leave your visitor by themselves while in security areas!
- **Don't** send your visitor for materials or equipment by themselves while in security areas!
- **Don't** take your visitor to locations that are not authorized on Form 864!
- **Don't** allow your visitor access to any classified matter or Special Nuclear Material!
- **Don't** permit your visitor to steal, divert, sabotage, or vandalize any classified or unclassified Special Nuclear Material!
- **Don't** leave your visitor with individuals who are not designated as authorized escorts on Form 864!
- **Don't** take prohibited articles into a security area or allow your visitor to do so!

PROHIBITED ARTICLES WITHIN SECURITY AREAS

- **Firearms, other dangerous or deadly weapons, explosives, incendiary and explosive devices.**
- **Privately owned recording equipment (audio, video, optical and data).**
- **Privately owned electronic equipment which is equipped with a data exchange port which could be used to connect to Automated Information System (AIS) equipment. (This excludes pocket computers, wrist watches or data diaries, etc.)**
- **Privately owned cellular telephones.**
- **Privately owned radio frequency transmitting equipment.**
- **Privately owned computers and associated media.**
- **Controlled substances including illegal drugs and associated paraphernalia. (This excludes prescription medicines.)**
- **Other items prohibited by law.**

DOE Office of Safeguards and Security Memo, October 27, 1992

PROHIBITED ARTICLES IN ADMINISTRATIVE AND OPEN AREAS

- **Dangerous weapons.**
- **Explosives.**
- **Other dangerous instrument or material likely to produce substantial injury or damage to persons or property.**
- **Alcohol.**

Title 10, Code of Federal Regulation, Section 860.4; and Director's Policy